

PLANNING BOARD

SITE PLAN REVIEW SUPPLEMENT

Thomas Linnehan, Esq.
Chairman

The following application is made to the City of Lowell Planning Board in accordance with the provisions of The Code of Ordinances, City of Lowell, Massachusetts, Appendix A thereof, Section 11.4, Site Plan Review.

1. Other Required Review(s)

*The applicant shall be required to also fill out the appropriate application addendum for any other relief being sought from a City of Lowell Board.

2. Site Plan Submittal Requirements

- ☐ A. Completed Main Application and Site Plan Review Supplement (this form)
- ☐ B. One original of adequate plans to allow the Board to address the project and the standards for issuing the permit. Plans must meet the standards outlined in the City of Lowell Zoning Code (the only exception to this is for requests related solely to Special Permits for signage – Please see ZBA: Signage Addendum). In general, Plan(s) shall be drawn at a scale 1" = 20" on one full size plans set (24" by 36" sheets) with the rest as half size plans. Plans shall be drawn by a registered land surveyor, professional engineer, architect or landscape architect, as appropriate. Plans shall be submitted on at least the following separate sheets:
 - ☐ Existing Conditions
 - ☐ Proposed Site Layout
 - ☐ Landscape/Lighting Detail: Location and type of external lighting; Location, type, dimensions and quantities of landscaping and screening.
 - ☐ Utilities: Location and dimensions of utilities, including water, surface drainage, sewer, fire hydrants and other waste disposal,
 - ☐ Elevations/Architectural Plan(s): Architectural plan(s) which shall include the floor plan and architectural elevations of all proposed buildings and/or additions to establish views of the structure or structures from the public way and adjacent properties.
- ☐ C. Drainage Calculations or other backup Engineering Data - Two (2) copies of this information are required, as well as an electronic copy in PDF Format.
- ☐ D. A narrative with a brief project description addressing concerns in the following categories: a. Buildings; b. Parking and loading; c. Traffic flow and circulation; d. External lighting; e. Landscaping and screening; f. Utilities; g. Snow removal; h. Description of natural area protection and enhancement; i. Signature block showing approved by Lowell Planning Board, date and line at least 3.5 inches.
- ☐ E. A zoning evaluation table to show how the development meets or fails to meet the requirements of the Zoning Ordinance. (This can be on one of the plans listed above.)
- ☐ F. A certified list of abutters within a 300-foot radius (from the Assessor's Office).
- ☐ G. Filing fees as established by the Lowell Planning Board and Lowell City Council.

- ____H. Copy of Plans and other supporting materials in Portable Digital Format (PDF)
- ____I. Copy of Deed, Purchase and Sales Agreement, Lease Agreement, or other document that shows the applicant's relationship to the subject property.

*****Impact study(ies) or other documentation may also be requested by the Planning Board**

3. Authorization (Must be Signed by the Owner of the Property)

I am the record owner of the property for which this application is being filed and as such, I am familiar with the work that is proposed for my property.

I agree to provide visual evidence of the Request for Permit Sign posted on the project property to Development Services in accordance with the City of Lowell Zoning Ordinance.

I hereby give permission for this application to be filed with the full understanding that certain restrictions may be placed on the property relative to the approval of the proposed work.

I further certify that under the penalties of perjury, I am authorized to sign this application.

Name (Please Print): DAVID E WALLACE
Title: PRESIDENT & CEO, THE LOWELL FIVE CENT SAVINGS BANK
Signature: David E Wallace
Date: 4/13/16

If representing a group, corporation, or other organization please attach a copy of the vote authorizing you to act on behalf of such organization for the purposes of this application.

Submit all required materials to:

Division of Development Services, City Hall, Rm. 51, 375 Merrimack Street, Lowell, MA 01852
Phone: (978) 674-4252 or (978) 674-4144
City Website: www.lowellma.gov

Relevant Regulations Governing Special Permits from the Lowell Zoning Ordinance:

Section 11.4 Site Plan Review

11.4.1 Purpose. The site plan review process is adopted pursuant to the Home Rule Amendment of the Massachusetts Constitution in order to protect and promote the health, safety, convenience, and general welfare of the inhabitants of the city, and to promote acceptable site planning practices and standards within the City of Lowell. It is also the intent of this review process to ensure compliance with the City of Lowell Zoning Ordinance, the Regulations of the Planning Board, and good zoning practices.

11.4.2 Applicability. The following types of activities and uses on a single lot or on contiguous lots in common ownership require site plan review:

1. Any of the following, as a single proposed development project or a series of development projects within a 12 month period:
 - a. Construction of a non-residential structure or structures greater than 10,000 square feet,
 - b. Exterior alteration or expansion of a non-residential structure or structures where the area of alteration or expansion exceeds 10,000 square feet, or,
 - c. Exterior alteration or expansion of a non-residential structure or structures where the alteration or expansion will exceed 50% of the total gross floor area of the structure or structures upon completion of the project, and where the complete project will be a structure or group of structures greater than 10,000 square feet. [Ord. 4-3-07]